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# Accommodations 1-2-3: Easy Guide for Students

## *Is this YOU?*

- *Had an IEP (for special education) or a 504 Plan in high school?*
- *Have a disability or other diagnosed condition?*
- *Received accommodations at another college?*
- *Are an English language learner?*
- *Are pregnant or experiencing related conditions?*

You may be eligible for academic accommodations – class and testing adjustments to help remove barriers so students can fully access their education – at Southern. Get started now!

**Step 1 – Register with CASAS**

- Fill out the intake form on our website using your SCSU email
  - Visit us in Buley 303
  - Email us at casas@southernct.edu
  - Call us at (203) 392-6828

**Step 2 – Gather and submit your documentation**

- **IEP (for Special Education)?** – *Last grade IEP **plus** last school evaluations (i.e., cognitive, academic achievement, etc.)*
- **504 Plan?** – *Last 504 Plan **plus** documentation from your medical provider or therapist (e.g., our* Academic Accommodation Provider Form*, evaluations, reports or letter on provider letterhead)*

**Want help getting your high school records?**
*Complete, sign (by hand), and return our* Release of Records form!

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- **Accommodations at another college?** – *Most recent accommodation letter **plus** documentation you submitted to that institution*
- **Something else?** – *Documentation from your medical provider or therapist (e.g., our* Academic Accommodation Provider Form*, evaluations, reports or letter on provider letterhead)*

**To submit:**

- Attach to the bottom of the online registration form
- Upload through the Accommodate portal
- Email: casas@southernct.edu
- Fax: (203) 392-6829
- Drop off at CASAS in a sealed envelope labeled “For Accessibility Services Staff”

**Step 3 – Schedule an intake meeting by:**

- Opening Accommodate, selecting “Appointment” then “Request New Appointment”
- Calling us at (203) 392-6828
- Visiting us at Buley 303

**Important!** Accommodations are effective only after CASAS approves them and notifies your professors; they are not retroactive. So don’t delay!

**Questions? Contact CASAS:**

Phone: (203) 392-6828

Office: Buley Library 303

Email: casas@southernct.edu

Visit: https://inside.southernct.edu/casas/accessibility-services

Scan: